

Study Guide

South Dakota Law Enforcement

Written Examination

Introduction

South Dakota is always seeking the most qualified individuals to fill its positions. This guide is designed to assist you in your performance on the South Dakota Law Enforcement written examination. By reviewing and working through this guide, you will have a better idea of what to expect the day of the exam.

Test Composition

The South Dakota Law Enforcement written exam is composed of 100 multiple choice questions focusing on memory and observation, judgement, reasoning, data/rule interpretation, reading comprehension, mathematics, and language skills.

Participants will have 2 ½ hours to complete the exam, each individual section is not timed. Before taking the test, remember: Do not make assumptions based on prior knowledge. Read through the whole question and all of the answers before marking your answer. Slow down and think about what you are reading. Don't be afraid to read it again.

A. Observation and Memory

The observation and memory section is comprised of questions that will require you to memorize pictures and descriptions and then answer questions about them. Participants will have 10 minutes to study and memorize the pictures and descriptions in the observation section.

B. Judgement

The judgement section is composed of questions that will require you to draw conclusions based on information given. Answers should be based solely on the information given rather than previous experience of any kind.

C. Reasoning

The reasoning section is composed of questions based on logic. Questions concerning items in a series and case scenarios appear in this section. Again, you should base your answers only on the information given rather than past experience.

D. Data/Rule Interpretation

The data/rule interpretation section is composed of questions based on information given in tables and charts. You will be expected to analyze these materials and answer questions based on them. This section also contains information pertaining to departmental rules and regulations.

E. Reading Interpretation

The reading interpretation section is composed of questions based on given reading material. This section is designed to test your ability to comprehend and interpret reading selections. It consists of texts followed by one or two questions that ask you to interpret the text and draw conclusions from it. Before taking this section of the test remember: Do not make assumptions based on prior knowledge. Read through the whole question and all of the answers before marking your answer. Slow down and think about what you are reading. Don't be afraid to read it again.

Helpful hints to follow when completing this section include:

- find key words in sentences
- find key words in paragraphs
- find clues by opposite meanings
- find clues by other words
- use all your skills
- review key words and phrases
- find the main idea and supporting idea
- watch for antonyms and synonyms
- review base words, prefixes, and suffixes

F. Mathematics

The mathematics portion of the exam consists of basic to more complex mathematical problems that will test your math skills and abilities. Some questions will require you to answer questions based on the given stories or scenarios.

G. Language Skills

The language skills portion of the exam requires you to identify errors in grammar including capitalization, punctuation, and spelling. You will be provided with many alternatives but are to make the best choice based on the given information.

Test Taking Tips

You will enhance your ability to do well on the South Dakota Law Enforcement written examination by following some important test taking tips.

- Prepare for the test by reviewing the study guide.
- Attempt to answer every question on the test. Your score is based on the total number of correct answers, so there is no penalty for guessing.
- Completely fill all ovals on the examination and erase incorrect answers carefully. Be sure that you have blackened only **ONE** answer for each question on the exam.
- Arrive at your examination site early. Give yourself time to relax, collect your thoughts, and give the upcoming test your full attention.
- Listen carefully to testing instructions given by the test administrator. Do not work ahead as you may miss important instructions. Ask any questions you may have **BEFORE** starting the exam.

Test Your Knowledge

Following are questions similar to those you will see on the exam. You are encouraged to work through them as a part of your preparation. The questions are divided by section, as they are on the actual exam. Answers can be found on the last page of the study guide.

Memory and Observation

The following is an example of the type of question you will see in this section of the test.

Study the following photographs and accompanying texts for 2 minutes. Then flip to the last page of this guide to test your memory of what you have studied. Do not look back for assistance.

Gene Thompson is wanted for assault and battery. He brutally beat up a drugstore owner. He usually patronizes bars and likes to play pool. He walks with a slight limp. Gene is over six feet tall and is known to carry a knife.

Chester Karnes, a plumber, is wanted for burglary and rape. He is 5'10, weighs 190 lbs., and has a diamond shaped birthmark on his upper right arm. Chester has a reputation as a semi-professional gambler. He has also worked as a truck driver and a mechanic.

Judgement

Read each paragraph and choose the answer that provides the best conclusion to the paragraph.

1. Mary White and Donald Jones are registered nurses in hospital A. Beth Green works in the intensive care unit of hospital A. Mark Johnson is a member of the hospital's governing board. All registered nurses in hospital A are assigned to the hospital's governing board. The hospital's intensive care unit is composed mainly of registered nurses. All members of the hospital's governing board work at least 50 hours per week. Based on the preceding, which of the following is true?
 - a. Mary White works at least 50 hours per week.
 - b. Beth Green is a registered nurse.
 - c. Donald Jones works in the intensive care unit.
 - d. Mark Johnson is a registered nurse.

2. Doctor Smith is certified by the American Medical Society. Doctors certified by this society may be licensed to perform surgery. They may also perform routine medical procedures. All those certified by this society must take a written exam before becoming certified. From the preceding, which of the following is true?
 - a. Doctor Smith performs surgery.
 - b. Most doctors certified by the society perform routine medical procedures.
 - c. Doctor Smith took a written exam.
 - d. Most doctors that perform routine medical procedures are certified by this society.

3. Most hospital patients are not terminally ill. All hospital patients have an affliction of some kind. Jane Keller was once admitted to a hospital. If we know that most hospital patients have health insurance to help cover costs incurred during their stay and that they usually leave the hospital with a significant bill, which of the following is true?
 - a. Jane Keller's health insurance helped cover her costs incurred during her hospital stay.
 - b. Because she was a hospital patient, Jane Keller had an affliction of some kind.
 - c. Most hospital patients experience financial difficulties as a result of their hospital stay.
 - d. Most hospital patients are relatively young.

Reasoning

In each of the following problems, the order of the numbers is determined by a particular rule. For each item, select the number which should be next in the series.

4. Which number should be next in the series? 5, 7, 10, 14, 19, 25, 32, _____

- a. 39
- b. 40
- c. 38
- d. 50
- e. none of the above

5. Which number should be next in the series? 2, 4, 12, 48, 240, 1440, _____

- a. 2500
- b. 10,080
- c. 20,000
- d. 8400

6. Which number should be next in the series? 30, 24, 19, 15, 12, 10, 9, _____

- a. 7
- b. 6
- c. 8
- d. 10
- e. none of the above

Read each of the following paragraphs. Based on the information provided determine which of the four alternatives is the best answer.

7. Four people witness a hit-and-run accident. They all noticed the license plate of the car, but disagree as to the number printed on it. Below are the license numbers given by each witness. Which number is probably correct?

- a. AB 2729
- b. AB 2719
- c. AB 2728
- d. AB 2129

8. Four witnesses saw a man robbing a bank. By the time a police officer arrived, the man had escaped. Below are descriptions of the man as given by eye witnesses. Which one is probably correct?
- a. Blond hair, green eyes, about 6 feet, 2 inches, wearing a red tank top.
 - b. Blond hair, blue eyes, about 6 feet, wearing a red tank top.
 - c. Blond hair, blue eyes, about 6 feet, 3 inches, wearing a blue tank top.
 - d. Blond hair, blue eyes, about 5 feet, 10 inches, wearing a red tank top.
9. Four women were given raises from the company they work for. Mary's raise was larger than Mallory's. Jill's raise was less than Mary's, but larger than Beth's. Which woman received the largest raise?
- a. Mallory
 - b. Jill
 - c. Beth
 - d. Mary

Data/Rule Interpretation

Use this information to answer the following questions.

- ✓ The suspect was arrested in New York City on July 30, 1980 on charges of second degree manslaughter.
 - ✓ The trial was held on January 15, 1981 in the town where the suspect allegedly committed the crime.
 - ✓ The suspect's lawyer, who was from Montana, entered a plea of not guilty for reasons of insanity in view of a traumatic experience that occurred in 1945 when the suspect was only 8 years old.
 - ✓ The presiding judge was in her 30th year of practice in Los Angeles.
 - ✓ Officer Jones has been working on a rotating schedule of 5 days on duty and 2 days off duty since Thursday, July 1, 1980.
 - ✓ Officer Meyer has always had Mondays and Fridays off duty.
 - ✓ Officer Simon works a relief schedule on days when Jones and/or Meyer are off duty.
 - ✓ The suspect was convicted of second degree manslaughter and sentenced to 7 years in prison.
10. Which officer arrested the suspect?
- a. Jones
 - b. Meyer
 - c. Simon
 - d. Cannot be determined from the information given.

11. Where was the crime committed?
- a. Los Angeles
 - b. New York City
 - c. Montana
 - d. Cannot be determined from the information given.
12. How old will the suspect be when his prison sentence expires?
- a. 43 years old
 - b. 48 years old
 - c. 51 years old
 - d. Cannot be determined from the information given.

Reading Interpretation

The reading interpretation section is designed to test your understanding of the following texts.

13. Basic civil service law can act to tie the hands of the most progressive police administrator as well as it can act to provide a sound merit system. If basic provisions set policy and allow refinement to operating officials, results are usually acceptable. If the chief of police is to be held responsible for the management of the police department, the chief must be given the authority to select, appoint, train, regulate, promote, transfer, discipline and dismiss staff.

The basic idea behind this paragraph is that

- a) civil service laws cannot be adapted to effectively cover police jurisdictions
- b) effective police administration and a sound merit system are mutually incompatible
- c) civil service laws tie the hands of the most progressive police administrators
- d) a workable civil service law should not be so restrictive as to render administrators incapable of action.

14. The written examination is easier and cheaper to administer than the oral examination, can be given to larger numbers of individuals at the same time, and is quickly scored. It can (1) determine which applicants meet the minimum standards, and (2) determine, from among those meeting minimum standards, which is most qualified, next best qualified, and so on.

This paragraph states that the written examination

- a) is the best device for selecting applicants.
- b) can determine the comparative abilities of applicants.
- c) is better than the oral examination.
- d) is cheaper to administer and can be given to more than one person at once.

Mathematics

This section is designed to test your ability in arithmetic.

15. A man owns 900 compact discs that are arranged in four groups. There are 225 CD's in Group A, 150 CD's in Group B, 270 CD's in Group C and the rest of the CD's are in Group D. What fraction of these CD's are in Group D?

- a) $\frac{2}{9}$
- b) $\frac{1}{4}$
- c) $\frac{3}{10}$
- d) none of the above

16. Miss Smith's health insurance will pay 80% of the balance of her total medical expenses after she pays the first \$50. If her total expenses were \$375, then the amount Miss Smith will have to pay, including the first \$50, is

- a) \$75
- b) \$115
- c) \$260
- d) \$310

17. If a young woman answered 28 phone calls and stuffed 112 envelopes while doing so, what is the ratio of phone calls answered to envelopes stuffed for this period of time?

- a) 1:4
- b) 1:7
- c) 2:3
- d) 3:5

Language Skills

The language section is designed to test your abilities in word meanings, English usage, and spelling.

Word Meanings

For each word, there are four suggested meanings. Choose the best meaning for each word.

18. *Inventory*

- a) custom b) discovery c) warning d) list

19. *Document*

- a) outline b) agreement c) blueprint d) record

20. *Transmit*

- a) put in b) send c) stop d) go across

English Usage

Read each of the following sentences carefully to decide whether it is correct. Then chose the best answer for the sentence.

21. The lifeguard found that Miss Jackson swam more faster than Miss Riley.
a) the sentence is incorrect because of bad grammar or sentence structure
b) the sentence is incorrect because of bad punctuation
c) the sentence is incorrect because of bad capitalization
d) the sentence is correct
22. USD and SDSU are both part of the system of public higher education in South Dakota.
a) the sentence is incorrect because of bad grammar or sentence structure
b) the sentence is incorrect because of bad punctuation
c) the sentence is incorrect because of bad capitalization
d) the sentence is correct
23. After checking for any last errors, the bills went to the post office.
a) the sentence is incorrect because of bad grammar or sentence structure
b) the sentence is incorrect because of bad punctuation
c) the sentence is incorrect because of bad capitalization
d) the sentence is correct

Spelling

In the following questions, three words are presented. For each question, select the word from the three that is spelled incorrectly. If all three words are spelled correctly, select "D."

24. a) broshure b) excitement c) interpret d) all are correct
25. a) rhythm b) jewelrey c) commercial d) all are correct
26. a) terrible b) scissors c) capable d) all are correct

Observation and Memory

The following questions are based on the photographs and accompanying texts on page 4.

27. Which man has a reputation as a semi-professional gambler.

- a) Chester Karnes
- b) Gene Watson
- c) Chester Warnes
- d) Gene Thompson

28. This man is wanted for assault and battery. He brutally beat up a

- a) police officer
- b) bartender
- c) drugstore owner
- d) shopkeeper

29. This man can be recognized by his

- a) slight limp
- b) tattoo
- c) birthmark
- d) artificial limb

Answers

Judgement

- 1. a
- 2. c
- 3. b

Reasoning

- 4. b
- 5. b
- 6. e
- 7. a
- 8. b
- 9. d

Data/Rule Interpretation

- 10. d
- 11. a
- 12. c

Reading Interpretation

- 13. d
- 14. d

Mathematics

- 15. d
- 16. b
- 17. a

Language Skills

- 18. d
- 19. d
- 20. b

English Usage

- 21. a
- 22. d
- 23. a

Spelling

- 24. a
- 25. b
- 26. d

Observation/Memory

- 27. a
- 28. c
- 29. c